

Quick Reference Guide (QRG)



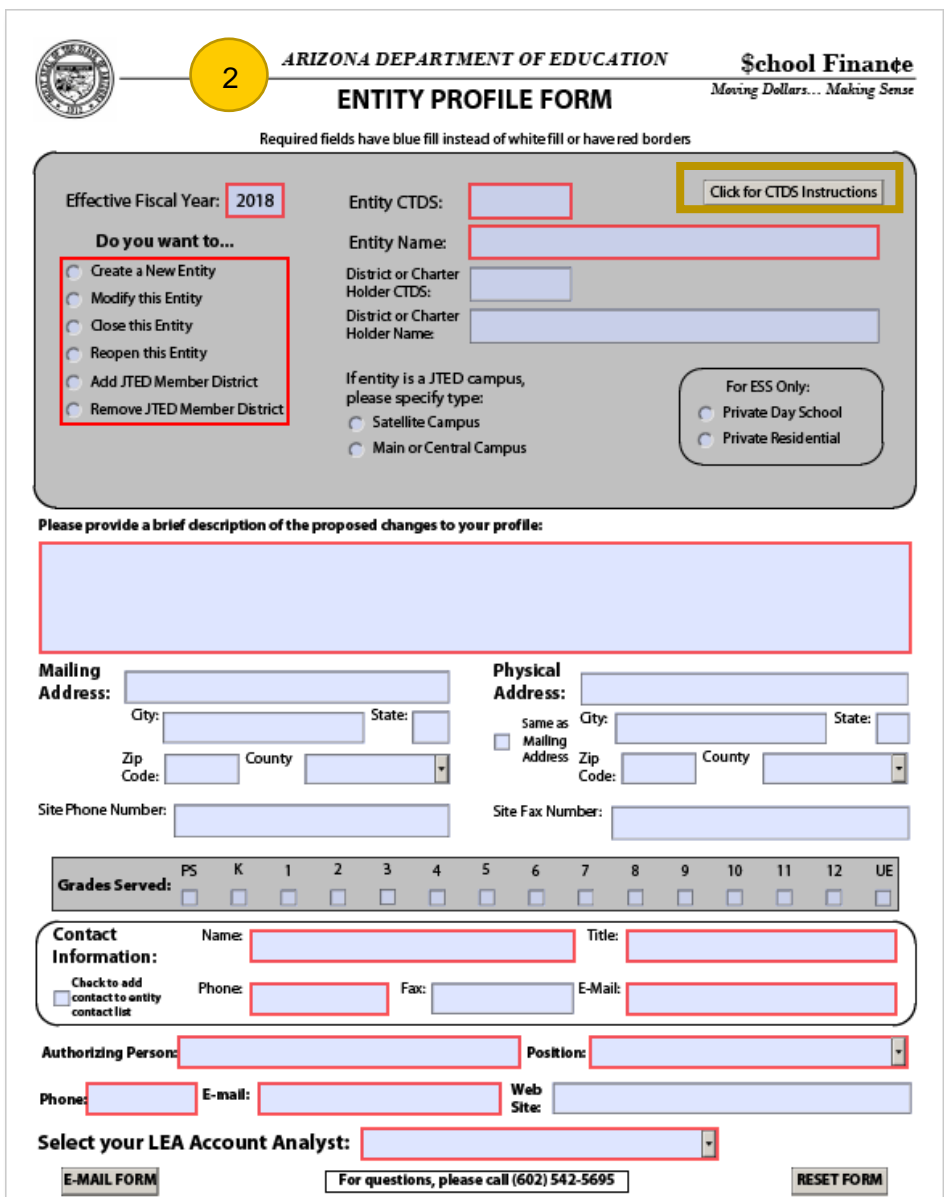
New Charter Checklist

LEAs/External Users

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Getting Started

1. Review *Entity Profile Form* Instructions on <http://www.azed.gov/finance/entity-profile-form-instructions/> - read ALL instructions before continuing to the *Entity Profile Form*



ARIZONA DEPARTMENT OF EDUCATION **School Finance**
Moving Dollars... Making Sense

2 **ENTITY PROFILE FORM**

Required fields have blue fill instead of white fill or have red borders

Effective Fiscal Year: **2018** Entity CTDS: [Click for CTDS Instructions](#)

Do you want to...

- ☐ Create a New Entity
- ☐ Modify this Entity
- ☐ Close this Entity
- ☐ Reopen this Entity
- ☐ Add JTED Member District
- ☐ Remove JTED Member District

Entity Name:

District or Charter Holder CTDS:

District or Charter Holder Name:

If entity is a JTED campus, please specify type:

- ☐ Satellite Campus
- ☐ Main or Central Campus

For ESS Only:

- ☐ Private Day School
- ☐ Private Residential

Please provide a brief description of the proposed changes to your profile:

Mailing Address:
City: State:
Zip Code: County:

Physical Address:
City: State:
☐ Same as Mailing Address Zip Code: County:

Site Phone Number: Site Fax Number:

Grades Served: PS ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ UE ☐

Contact Information: Name: Title:
Phone: Fax: E-Mail:
☐ Check to add contact to entity contact list

Authorizing Person: Position:

Phone: E-mail: Web Site:

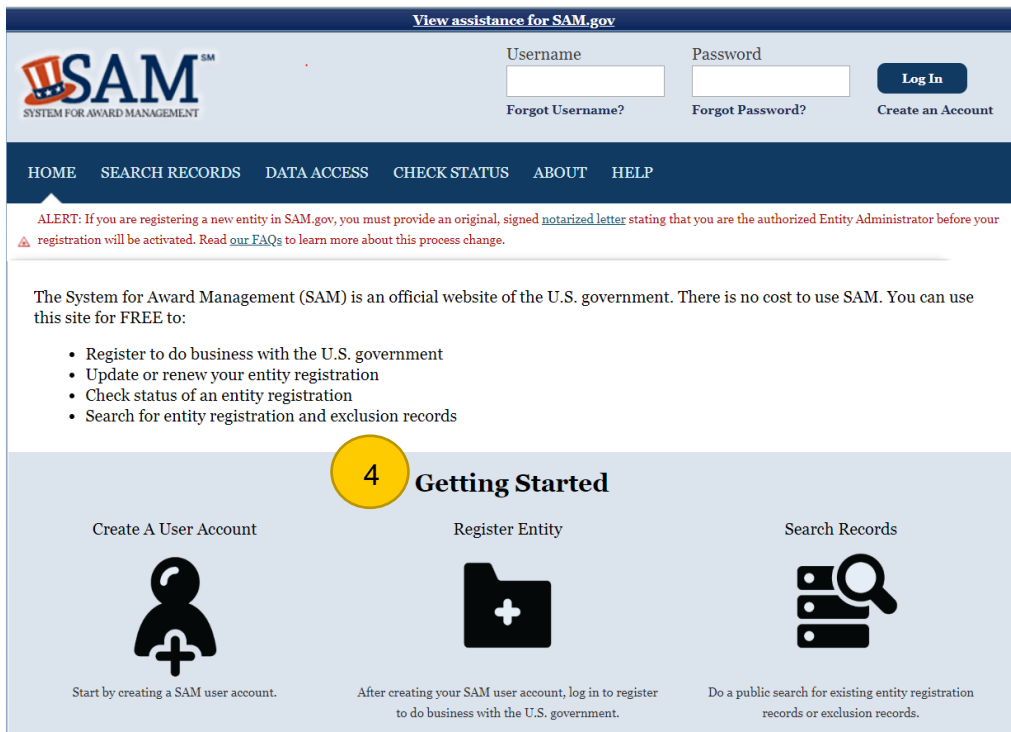
Select your LEA Account Analyst:

[E-MAIL FORM](#) [For questions, please call \(602\) 542-5695](#) [RESET FORM](#)

2. Submit filled out *Entity Profile Form* to School Finance to obtain CTDS number (County, Type, District, Site).

3. **New Charter Schools:** School Finance will provide you with ADEConnect access after completing the Entity Profile form. If you have any questions or need further assistance with ADEConnect, please, reach out to ADESupport at 602-542-7378 or via email adesupport@azed.gov.

4. Register on www.sam.gov for CCR (Central Contractor Registration)



View assistance for SAM.gov

SAM
SYSTEM FOR AWARD MANAGEMENT

Username Password [Log In](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERT: If you are registering a new entity in SAM.gov, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator before your registration will be activated. Read [our FAQs](#) to learn more about this process change.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

4 Getting Started

Create A User Account

Register Entity

Search Records

Start by creating a SAM user account.

After creating your SAM user account, log in to register to do business with the U.S. government.

Do a public search for existing entity registration records or exclusion records.



ADE ▾ PARENTS & STUDENTS ▾ SCHOOLS & TEACHERS ▾ COMMON LOGON ADECONNECT

 *Kristen M. Hughes*
Superintendent of Public Instruction

HOME CALENDAR NEWSLETTERS STATUTE ABOUT US

Grants Management

General Statement of Assurance (GSA)

For FY2019 (and beyond), please complete the GSA in the Grants Management Enterprise (GME), located on the Entity Information page > General Statement of Assurance

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- To start, edit, and submit the GSA, you must have the required GSA roles:
 1. **LEA General Statement of Assurance Update** (this user can start and edit the GSA)
 2. **LEA Entity Authorized Signer** (this user can review and submit the GSA to ADE)

[Click here for Sam.gov Data Page Printing Instructions](#)

[Click here for the General Statement of Assurance \(2018\)](#)

Please submit completed GSA for 2018 and [W-9 forms](#) to <mailto:grants@azed.gov>

5. Fill out your W9 form that can be found at <http://www.azed.gov/grants-management/gsa/> and submit it to Grants Management at grants@azed.gov.

6. Reach out to Grants Management to obtain *Add User Access Administrator Form*. Fill out the form and submit to Grants Management at grants@azed.gov to gain access to Grants Management Enterprise (GME) system.

RETURN SIGNED ORIGINAL DOCUMENT TO:
Arizona Department of Education
Attention: Grants Management Office, Bin 3
1535 West Jefferson Street
Phoenix, Arizona 85007
Inquiries: grants@azed.gov
Phone-602.542.3470, Fax- 602.542.3901



Grants Management Use Only	
Received Original:	
Other (F/E):	
Date Completed:	

Add User Access Administrator in GME

This form will ONLY be accepted when no User Access Administrator is available or provided.

Entity: <input type="text"/>				CTDS: <input type="text"/>	
First Name	Last Name	Title	Email	Phone	Signature Required

Title: <input type="text"/>	This section must be signed by: a. Districts: Board President, Superintendent b. Charters: Charter Contract Signer c. Other Type of Entities : Comparable authorized official * More information can be found from ADE Grants Management Home page General Statement of Assurance Web site (www.azed.gov/gme)
Name: <input type="text"/>	
Date: <input type="text"/> Signature: <input type="text"/>	

7. Once the Grants Management assigns 1 LEA User Access Administrator, this user is responsible for assigning roles to additional users for that LEA.
8. The LEA User Access Administrator needs to assign (to one or more users) 2 GSA (General Statement of Assurance) roles: *LEA General Statement of Assurances Update* and *LEA Entity Authorized Signer*. Instructions on how to assign roles can be found in Grants Management Resource Library > GME User Reference Guides > User Roles/User Access Administration > [User Roles and User Access Administration in GME](#).
9. Submit your GSA in GME system. Please note that you won't be fully approved for any funding until your GSA is in [SEA General Statement of Assurance Accepted](#) status.

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov